
Away from 'Home' Benefits Policy – Employee Guidelines

POL-047

1. Introduction

The purpose of this policy is to provide employees with guidance on:

- a. Eligibility for working away from 'Home' benefits
- b. Employee benefits whilst working away from 'Home'
- c. Authorisation of exceptions to standard benefits.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-JGC@graham.co.uk

2. Scope

This policy applies to all monthly paid employees. It includes all employees transferring into the business through TUPE terms and conditions, unless expressly stated otherwise in their contract with John Graham Construction Ltd. ("GRAHAM").

3. Eligibility

Employees must meet all the following criteria:

- Reside in GRAHAM provided temporary accommodation at least 2 nights per week.
- Declare their permanent 'Home' address – where the employee resides at the weekend.
- Employee's journey from 'Home' to site must either:
 - a. Require travel by air or sea or
 - b. Require a train/coach/private transport journey of more than 2 hours
 - c. The travel time from 'Home' to site in b. to be confirmed by Google Maps or equivalent.

4. Standard AFH Conditions

- Eligible employees are entitled to:

BENEFIT	EXPLANATORY NOTE
Residence in GRAHAM temporary accommodation.	<p>GRAHAM accommodation to include costs of Council Tax/Domestic Rates and Utility Bills. Utility Bills are defined as:</p> <ul style="list-style-type: none"> ○ Gas ○ Electric ○ Water ○ TV licence ○ Internet access <p>Exclusions:</p> <ul style="list-style-type: none"> ○ Food and other personal consumables ○ Cleaning/Breakages ○ Satellite TV <p>NB Where mixed gender staff share accommodation a separate bathroom/toilet will be provided.</p>
Away from Home allowance.	<p>All employees are eligible for up to £30 per day tax free dependent on HMRC guidelines.</p> <p>Allowance must be claimed once per month through Concur.</p>
A return flight/public transport or mileage cost on a frequency agreed by the relevant MD.	<p>All flights to be organised through GRAHAM using the travel booking form. Flights should be booked a minimum of 4 weeks in advance unless with prior agreement of a Senior Manager.</p> <p>Public transport/mileage costs will be reimbursed through the Concur/mileage systems.</p> <p>Employees must work normal site hours on all days when they are travelling to or from site.</p>

Reimbursed Airport car parking charges.	<p>Provided at 'Home' or 'Away' airport but not both.</p> <p>Employees to park with GRAHAM designated Provider using the travel booking form.</p> <p>GRAHAM to provide transport from destination airport to site where available or reimburse public transport costs via Concur.</p>
Return business mileage from 'home' to the 'home' airport/public transport station carpark.	To be claimed through Concur.
Ferry charges for employee vehicles (subject to MD approval).	<p>Private vehicles must not be used for travel without approval by the Managing Director.</p> <p>Where use of private vehicles is approved by the Managing Director ferry travel will be subject to a maximum of four return journeys per annum.</p>
Additional Holidays for staff living away from home.	After 12 months away = 1 additional day's holiday.
Gym membership.	<p>All staff AFH can claim up to £25 per month towards membership of a leisure facility.</p> <p>Payments will be subject to tax and national insurance.</p>

5. Employee Responsibilities

- Managers must inform HR/Payroll where an employee is no longer eligible to receive any of the Away from Home allowances.
- Any employee falsely claiming an allowance may be subject to action through the company disciplinary policy.

6. Audit

- All claims are subject to authorisation checks and audit reviews. Claims containing errors will be returned to employees for correction. If an error is detected after payment, the overpayment will be deducted from either a

subsequent AFH payment or via Payroll. This will be viewed as a legal deduction from wages.

7. Authorisation Of Exceptions

- Any deviations to this policy must be based on business need OR personal circumstances and agreed with the relevant Managing Director.